



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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| SUBJECT MICROCOMPUTER HARDWARE SECURITY | POLICY NO. 302.2 | EFFECTIVE DATE 10/1/89 | PAGE 1 of 1 |
| APPROVED BY: Original signed by: ROBERTO QUIROZ Director | SUPERSEDES 102 7/13/89 | ORIGINAL ISSUE DATE 7/13/89 | DISTRIBUTION LEVEL(S) 1 |

PURPOSE

- 1.1 To protect against the accidental or intentional loss, damage, or misuse of Department of Mental Health (DMH) microcomputer equipment.

POLICY

- 2.1 All reasonable precautions shall be taken by units assigned microcomputer equipment to secure this equipment from unauthorized access, loss, damage, and misuse.
- 2.2 It shall be the responsibility of the Bureau Director, District/Division Chief or Program Head where the microcomputer is located for implementing, monitoring, and enforcing these policies and procedures.
- 2.3 All DMH facilities with microcomputer equipment shall implement the following policies and procedures on physical security controls:

302.3 AUTHORIZATION TO USE MICROCOMPUTER EQUIPMENT

302.4 SECURING MICROCOMPUTER EQUIPMENT

302.5 REPORTING LOSS, DAMAGE, MISUSE, AND REPAIR OF MICROCOMPUTER EQUIPMENT

302.6 PORTABLE MICROCOMPUTER EQUIPMENT

302.7 UNAUTHORIZED MICROCOMPUTER EQUIPMENT

AUTHORITY

County Fiscal Manual, Section 12.2.0
Auditor Controller ICCP Audit 1988